

Planning and Development Department Bi-Weekly Work Summary
Personnel Activity Report Form

Total Hrs. 80

Week One	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	
Block Grant	7	3	7		7	24
ESG						0
General Fund						0
Lead Grant (2004-2007)						0
Home						0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG		C		D		0
Lunch	1	T	1	L	1	3
Other		5		8		13

Week Two	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	
Block Grant	7	7	7	7	7	35
ESG						0
General Fund						0
Lead Grant (2004-2007)						0
Home						0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG						0
Lunch	1	1	1	1	1	5
Other						0

<i>Bond (Enter Project Name Below)</i>						
						0
						0
						0

Total 40

<i>Bond (Enter Project Name Below)</i>						
						0
						0
						0

Total 40

Dinah Bolton 11/21/07
Employee Signature/Date Supervisor Signature/Date

Division/Section: **Development: 10/29/07 to 11/09/07**
 From: **Dinah Bolton**
 To: **Brian Watkins**

**Planning and Development Department Bi-Weekly Work Summary
Personnel Activity Report Form**

Total Hrs. 80

Week One	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	
Block Grant	7	7	7	7	7	35
ESG						0
General Fund						0
Lead Grant (2004-2007)						0
Home						0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG						0
Lunch	1	1	1	1	1	5
Other						0

Week Two	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	
Block Grant	7	7	7	7	7	35
ESG						0
General Fund						0
Lead Grant (2004-2007)						0
Home						0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG						0
Lunch	1	1	1	1	1	5
Other						0

Bond (Enter Project Name Below)						
						0
						0
						0

Total 40

Bond (Enter Project Name Below)						
						0
						0
						0

Total 40

Dinah Bolton 11/3/07

Employee Signature/Date

Supervisor Signature/Date

Division/Section:	Development: 10/15/07 to 10/26/07
From:	Dinah Bolton
To:	Brian Watkins

Planning and Development Department Bi-Weekly Work Summary
Personnel Activity Report Form

Total Hrs. 80

Week One	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	
Block Grant	7	7	7	7	7	35
ESG						0
General Fund						0
Lead Grant (2004-2007)						0
Home						0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG						0
Lunch	1	1	1	1	1	5
Other						0

Week Two	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	
Block Grant	C	7	D	7	7	21
ESG	L		L			0
General Fund	A					0
Lead Grant (2004-2007)	S					0
Home	S					0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG						0
Lunch			1		1	1
Other	8		8			16

Bond (Enter Project Name Below)

Total 40

Bond (Enter Project Name Below)

Total 40

Dinah Bolton
Employee Signature/Date 10/15/07 Supervisor Signature/Date

Division/Section: **Development: 10/1/07 to 10/12/07**
From: **Dinah Bolton**
To: **Brian Watkins**

Planning and Development Department Bi-Weekly Work Summary
Personnel Activity Report Form

Total Hrs. 80

Week One	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	
Block Grant	S	7	7	7	7	28
ESG	I					0
General Fund	C					0
Lead Grant (2004-2007)	K					0
Home						0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG						0
Lunch		1	1	1	1	4
Other		8				8

Week Two	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	
Block Grant		7	7	7	7	35
ESG						0
General Fund						0
Lead Grant (2004-2007)						0
Home						0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG						0
Lunch		1	1	1	1	5
Other						0

Bond (Enter Project Name Below)						
						0
						0
						0

Total 40

Bond (Enter Project Name Below)						
						0
						0
						0

Total 40

Dinah Bolton 10/3/07

Employee Signature/Date

Supervisor Signature/Date

Division/Section: **Development: 9/17/07 to 9/28/07**
From: **Dinah Bolton**
To: **Brian Watkins**

**Planning and Development Department Bi-Weekly Work Summary
Personnel Activity Report Form**

Total Hrs. 80

Week One	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	
Block Grant	S	7	7	7	7	28
ESG	I					0
General Fund	C					0
Lead Grant (2004-2007)	K					0
Home						0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG						0
Lunch		1	1	1	1	4
Other		8				8

Week Two	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	
Block Grant		7	7	7	7	35
ESG						0
General Fund						0
Lead Grant (2004-2007)						0
Home						0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG						0
Lunch		1	1	1	1	5
Other						0

<i>Bond (Enter Project Name Below)</i>					
					0
					0
					0

Total 40

<i>Bond (Enter Project Name Below)</i>					
					0
					0
					0

Total 40

Division/Section: **Development: 9/17/07 to 9/28/07**
 From: **Dinah Bolton**
 To: **Brian Watkins**

Employee Signature/Date

Supervisor Signature/Date

Planning and Development Department Bi-Weekly Work Summary
Personnel Activity Report Form

Total Hrs. 80

Week One	Mon	Tues	Wed	Thurs	Fri	
Block Grant	H	7	7	7	7	28
ESG	D					0
General Fund	A					0
Lead Grant (2004-2007)	Y					0
Home						0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG						0
Lunch		1	1	1	1	4
Other	8					8

Week Two	Mon	Tues	Wed	Thurs	Fri	
Block Grant	7	7	7	7	7	35
ESG						0
General Fund						0
Lead Grant (2004-2007)						0
Home						0
Lead Grant (2007-2010)						0
Lead Grant/CDBG						0
Home/CDBG						0
Lunch		1	1	1	1	5
Other						0

Bond (Enter Project Name Below)					
					0
					0
					0

Total 40

Bond (Enter Project Name Below)					
					0
					0
					0

Total 40

Division/Section: Development: 9/3/07 to 9/14/07
From: Dinah Bolton
To: Brian Watkins

Dinah Bolton 10/16/07
Employee Signature/Date

Supervisor Signature/Date

PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

December 22, 2013 - January 4, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE



DATE

1/7/2013

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE							TIME OFF					TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
12/22/2013	Weekend														0	
12/23/2013										8					8	
12/24/2013										8					8	
12/25/2013										8					8	
12/26/2013										8					8	
12/27/2013										8					8	
12/28/2013	Weekend									8					8	
12/29/2013	Weekend														0	
12/30/2013															0	
12/31/2013										8					8	
1/1/2014										8					8	
1/2/2014										8					8	
1/3/2014										8					8	
1/4/2014	Weekend									8					8	
TOTAL HOURS		0	0	0	0	0	0	0	0	80	0	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

January 5, 2014 - January 18, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

1/17/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER	
1/5/2014	Weekend														0
1/6/2014	Section108/DLBA/Contracts	4			2	2									8
1/7/2014	Section108/DLBA/Contracts	4			2	2									8
1/8/2014											8				8
1/9/2014	Section108/DLBA/Contracts	4			2	2									8
1/10/2014	Section108/DLBA/Contracts	4			2	2									8
1/11/2014	Weekend														0
1/12/2014	Weekend														0
1/13/2014	Section108/DLBA/Contracts	4			2	2									8
1/14/2014	Section108/DLBA/Contracts	4			2	2									8
1/15/2014	Section108/DLBA/Contracts	4			2	2									8
1/16/2014	Section108/DLBA/Contracts	4			2	2									8
1/17/2014	Section108/DLBA/Contracts	4			2	2									8
1/18/2014	Weekend														0
TOTAL HOURS		36	0	0	18	18	0	0	0	0	8	0	0	0	80

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT

EMPLOYEE NAME

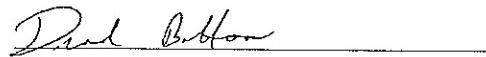
Dinah Bolton

WORK PERIOD

January 19, 2014 - February 2, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE



DATE

1/28/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE							TIME OFF					TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
1/19/2014	Weekend														0	
1/20/2014																
1/21/2014	Section108/DLBA/Contracts	4			2	2									8	holiday
1/22/2014	Section108/DLBA/Contracts	4			2	2									8	
1/23/2014	Section108/DLBA/Contracts	4			2	2									8	
1/24/2014	Section108/DLBA/Contracts	4			2	2									8	
1/25/2014	Weekend														0	
1/26/2014	Weekend														0	
1/27/2014	Section108/DLBA/Contracts	4			2	2									8	
1/28/2014	Section108/DLBA/Contracts	4			2	2									8	
1/29/2014	Section108/DLBA/Contracts									8					8	fmla
1/30/2014	Section108/DLBA/Contracts									8					8	fmla
1/31/2014	Section108/DLBA/Contracts									8					8	fmla
2/1/2014	Weekend														0	
TOTAL HOURS		24	0	0	12	12	0	0	0	0	24	0	0	8	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

February 2, 2014 - February 15, 2014
(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

2/27/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE							TIME OFF					TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
2/2/2014	Weekend														0	
2/3/2014										8					8	FMLA
2/4/2014										8					8	FMLA
2/5/2014										8					8	FMLA
2/6/2014										8					8	FMLA
2/7/2014										8					8	FMLA
2/8/2014	Weekend														0	
2/9/2014	Weekend														0	
2/10/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
2/11/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
2/12/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
2/13/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
2/14/2014										8					8	
2/15/2014	Weekend														0	
TOTAL HOURS		8	0	0	8	8	0	0	8	8	40	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

February 16, 2014 - March 1, 2014
(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

3/11/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
2/16/2014	Weekend														0	
2/17/2014															8	
2/18/2014										8					8	FMLA
2/19/2014	Section108/DLBA/Contracts	2			2	2			2						8	FMLA
2/20/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
2/21/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
2/22/2014	Weekend														8	Tax Abatements
2/23/2014															0	
2/24/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
2/25/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
2/26/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
2/27/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
2/28/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
3/1/2014	Weekend														0	Tax Abatements
TOTAL HOURS		16	0	0	16	16	0	0	16	0	16	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

March 2, 2014 - March 15, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

3/17/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
3/2/2014	Weekend														0	
3/3/2014	Section108/DLBA/Contracts	2			2	2				2					8	Tax Abatements
3/4/2014	Section108/DLBA/Contracts	2			2	2				2					8	Tax Abatements
3/5/2014	Section108/DLBA/Contracts	2			2	2				2					8	Tax Abatements
3/6/2014	Section108/DLBA/Contracts	2			2	2				2					8	Tax Abatements
3/7/2014	Section108/DLBA/Contracts	2			2	2				2					8	Tax Abatements
3/8/2014	Weekend														0	
3/9/2014	Weekend														0	
3/10/2014															8	
3/11/2014	Section108/DLBA/Contracts	2			2	2				2					8	Tax Abatements
3/12/2014	Section108/DLBA/Contracts	2			2	2				2					8	Tax Abatements
3/13/2014	Section108/DLBA/Contracts	2			2	2				2					8	Tax Abatements
3/14/2014															8	
3/15/2014	Weekend														0	
TOTAL HOURS		16	0	0	16	16	0	0	16	0	8	0	8	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

March 16, 2014 - March 29, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah L. Bolton

DATE

3/31/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE							TIME OFF					TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
3/16/2014	Weekend														0	
3/17/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
3/18/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
3/19/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
3/20/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
3/21/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
3/22/2014	Weekend														0	
3/23/2014	Weekend														0	
3/24/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
3/25/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
3/26/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
3/27/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
3/28/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
3/29/2014	Weekend														0	
TOTAL HOURS		20	0	0	20	20	0	0	20	0	0	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

March 30, 2014 - April 12, 2014
(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

4/15/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
3/30/2014	Weekend														0	
3/31/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/1/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/2/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/3/2014										8					8	
4/4/2014										8					8	
4/5/2014	Weekend														0	
4/6/2014	Weekend														0	
4/7/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/8/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/9/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/10/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/11/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/12/2014	Weekend				2	2			2						0	
TOTAL HOURS		16	0	0	16	16	0	0	16	16	0	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

April 13, 2014 - April 26, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

4/25/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
4/13/2014	Weekend														0	
4/14/2014	Section108/DLBA/Contracts	2			2	2			2						0	
4/15/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/16/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/17/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/18/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/19/2014	Weekend													8	8	Holiday
4/20/2014	Weekend														0	
4/21/2014															0	
4/22/2014	Section108/DLBA/Contracts	2			2	2			2						8	
4/23/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/24/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/25/2014	Section108/DLBA/Contracts	2			2	2			2						8	Tax Abatements
4/26/2014	Weekend														0	Tax Abatements
TOTAL HOURS		16	0	0	16	16	0	0	16	8	0	0	0	8	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

April 27, 2014 - May 10, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

~~4/28/2014~~ 5/9/14

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
4/27/2014	Weekend														0	
4/28/2014	Section108/DLBA/Contracts	3			1	3			1						8	Tax Abatements
4/29/2014	Section108/DLBA/Contracts	3			1	3			1						8	Tax Abatements
4/30/2014	Section108/DLBA/Contracts	3			1	3			1						8	Tax Abatements
5/1/2014	Section108/DLBA/Contracts	3			1	3			1						8	Tax Abatements
5/2/2014	Section108/DLBA/Contracts	3			1	3			1						8	Tax Abatements
5/3/2014	Weekend														0	
5/4/2014	Weekend														0	
5/5/2014	Section108/DLBA/Contracts	3			1	3			1						8	
5/6/2014	Section108/DLBA/Contracts	3			1	3			1						8	Tax Abatements
5/7/2014													8		8	
5/8/2014	Section108/DLBA/Contracts	3			1	3			1						8	Tax Abatements
5/9/2014	Section108/DLBA/Contracts	3			1	3			1						8	Tax Abatements
5/10/2014	Weekend														0	
TOTAL HOURS		27	0	0	9	27	0	0	9	0	0	0	0	8	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

May 11, 2014 - May 24, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

5/29/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE							TIME OFF					TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
5/11/2014	Weekend														0	
5/12/2014	Section108/DLBA/Contracts	6				2									8	
5/13/2014	Section108/DLBA/Contracts														8	
5/14/2014	Section108/DLBA/Contracts	5				2									8	Tax Abatements
5/15/2014	Section108/DLBA/Contracts	6				2			1						8	
5/16/2014	Section108/DLBA/Contracts	5				2			1						8	
5/17/2014	Weekend														8	Tax Abatements
5/18/2014	Weekend														0	
5/19/2014	Section108/DLBA/Contracts	6				2									0	
5/20/2014	Section108/DLBA/Contracts	4			1	3									8	
5/21/2014	Section108/DLBA/Contracts	5				3									8	
5/22/2014	Section108/DLBA/Contracts	6				2									8	
5/23/2014	Section108/DLBA/Contracts	6				2									8	
5/24/2014	Weekend														0	
TOTAL HOURS		49	0	0	1	20	0	0	2	8	0	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

May 25, 2014 - June 7, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

6/12/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE							TIME OFF					TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
5/25/2014	Weekend														0	
5/26/2014	Section108/DLBA/Contracts														8	
5/27/2014	Section108/DLBA/Contracts	8													8	holiday
5/28/2014	Section108/DLBA/Contracts	6				1			1						8	
5/29/2014	Section108/DLBA/Contracts	7				1									8	Tax Abatements
5/30/2014	Section108/DLBA/Contracts									8					8	
5/31/2014	Weekend														0	
6/1/2014	Weekend														0	
6/2/2014	Section108/DLBA/Contracts	7				1									8	
6/3/2014	Section108/DLBA/Contracts	7				1									8	
6/4/2014	Section108/DLBA/Contracts	8													8	
6/5/2014	Section108/DLBA/Contracts	8													8	
6/6/2014	Section108/DLBA/Contracts	8													8	
6/7/2014	Weekend														0	
TOTAL HOURS		59	0	0	0	4	0	0	1	8	0	0	0	8	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

June 8, 2014 - June 21, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

6/20/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER	
6/8/2014	Weekend														0
6/9/2014	Section108/DLBA/Contracts														8
6/10/2014	Section108/DLBA/Contracts														8
6/11/2014	Section108/DLBA/Contracts	6				1			1						8
6/12/2014	Section108/DLBA/Contracts	7					1								8
6/13/2014	Section108/DLBA/Contracts	8													8
6/14/2014	Weekend														8
6/15/2014	Weekend														0
6/16/2014	Section108/DLBA/Contracts	7					1								0
6/17/2014	Section108/DLBA/Contracts	8													8
6/18/2014	Section108/DLBA/Contracts	8													8
6/19/2014	Section108/DLBA/Contracts	8													8
6/20/2014	Section108/DLBA/Contracts	8													8
6/21/2014	Weekend														0
TOTAL HOURS		60	0	0	0	3	0	0	1	16	0	0	0	0	80

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

June 22, 2014 - July 5, 2014
(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

7/9/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE							TIME OFF					TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
6/22/2014	Weekend														0	
6/23/2014	Section108/DLBA/Contracts	8													8	
6/24/2014	Section108/DLBA/Contracts	8													8	
6/25/2014	Section108/DLBA/Contracts	3							1	4					8	Tax Abatements
6/26/2014	Section108/DLBA/Contracts	8													8	
6/27/2014	Section108/DLBA/Contracts	8													8	
6/28/2014	Weekend														0	
6/29/2014	Weekend														0	
6/30/2014	Section108/DLBA/Contracts	8													8	
7/1/2014	Section108/DLBA/Contracts	8													8	
7/2/2014	Section108/DLBA/Contracts	8													8	
7/3/2014	Section108/DLBA/Contracts	8													8	
7/4/2014	Section108/DLBA/Contracts													8	8	holiday
7/5/2014	Weekend														0	
TOTAL HOURS		67	0	0	0	0	0	0	1	4	0	0	0	8	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

July 6, 2014 - July 19, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

7/21/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
7/6/2014	Weekend														0	
7/7/2014	Section108/DLBA/Contracts	8													8	
7/8/2014	Section108/DLBA/Contracts	8													8	
7/9/2014	Section108/DLBA/Contracts	4							4						8	
7/10/2014	Section108/DLBA/Contracts	4							4						8	Tax Abatements
7/11/2014	Section108/DLBA/Contracts	4							4						8	Tax Abatements
7/12/2014	Weekend														8	Tax Abatements
7/13/2014	Weekend														0	
7/14/2014	Section108/DLBA/Contracts	4													0	
7/15/2014	Section108/DLBA/Contracts	4							4						8	Tax Abatements
7/16/2014	Section108/DLBA/Contracts								4						8	Tax Abatements
7/17/2014	Section108/DLBA/Contracts												8		8	Class
7/18/2014	Section108/DLBA/Contracts	4							4						8	Funeral
7/19/2014	Weekend														0	Tax Abatements
TOTAL HOURS		40	0	0	0	0	0	0	24	0	0	8	0	8	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME	Dinah Bolton	WORK PERIOD	July 20, 2014 - August 2, 2014 <i>(List full 2 week/14 day period)</i>
EMPLOYEE SIGNATURE	<u>Dinah Bolton</u>		
		DATE	8/11/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE							TIME OFF					TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
7/20/2014	Weekend														0	
7/21/2014	Section 108/DLBA/Contracts								8						8	Tax Abatements
7/22/2014	Section 108/DLBA/Contracts								8						8	Tax Abatements
7/23/2014	Section 108/DLBA/Contracts								8						8	Tax Abatements
7/24/2014	Section 108/DLBA/Contracts								8						8	Tax Abatements
7/25/2014	Section 108/DLBA/Contracts								8						8	Tax Abatements
7/26/2014	Weekend														0	
7/27/2014	Weekend														0	
7/28/2014	Section 108/DLBA/Contracts								8						8	Tax Abatements
7/29/2014	Section 108/DLBA/Contracts								8						8	Tax Abatements
7/30/2014	Section 108/DLBA/Contracts								8						8	Tax Abatements
7/31/2014	Section 108/DLBA/Contracts	2							6						8	Tax Abatements
8/1/2014	Section 108/DLBA/Contracts								8						8	Tax Abatements
8/2/2014	Weekend														0	
TOTAL HOURS		2	0	0	0	0	0	0	62	16	0	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

August 3, 2014 - August 16, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

8/29/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE							TIME OFF					TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
8/3/2014	Weekend														0	
8/4/2014	Section108/DLBA/Contracts														8	Tax Abatements
8/5/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
8/6/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
8/7/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
8/8/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
8/9/2014	Weekend								8						8	Tax Abatements
8/10/2014	Weekend														0	
8/11/2014	Section108/DLBA/Contracts														0	
8/12/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
8/13/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
8/14/2014	Section108/DLBA/Contracts	2							8						8	Tax Abatements
8/15/2014	Section108/DLBA/Contracts								6						8	Tax Abatements
8/16/2014	Weekend								8						0	Tax Abatements
TOTAL HOURS		2	0	0	0	0	0	0	70	0	0	8	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

August 17, 2014 - August 30, 2014
(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

8/29/2014

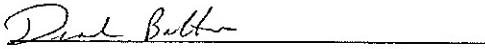
DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
8/17/2014	Weekend														0	
8/18/2014	Section108/DLBA/Contracts								8						8	
8/19/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
8/20/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
8/21/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
8/22/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
8/23/2014	Weekend								8						8	Tax Abatements
8/24/2014	Weekend														0	
8/25/2014	Section108/DLBA/Contracts														0	
8/26/2014	Section108/DLBA/Contracts								8						8	
8/27/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
8/28/2014	Section108/DLBA/Contracts	2							8						8	Tax Abatements
8/29/2014	Section108/DLBA/Contracts								6						8	Tax Abatements
8/30/2014	Weekend								8						8	Tax Abatements
TOTAL HOURS		2	0	0	0	0	0	0	78	0	0	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME	Dinah Bolton	WORK PERIOD	August 31, 2014 - September 13, 2014 (List full 2 week/14 day period)
EMPLOYEE SIGNATURE		DATE	8/29/2014 9/14/14

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
8/31/2014	Weekend														0	
9/1/2014															8	8 Holiday
9/2/2014	Section 108/DLBA/Contracts							8							8	Tax Abatements
9/3/2014	Section 108/DLBA/Contracts							8							8	Tax Abatements
9/4/2014	Section 108/DLBA/Contracts							8							8	Tax Abatements
9/5/2014	Section 108/DLBA/Contracts							8							8	Tax Abatements
9/6/2014	Weekend														0	
9/7/2014	Weekend														0	
9/8/2014	Section 108/DLBA/Contracts							8							8	Tax Abatements
9/9/2014															8	
9/10/2014	Section 108/DLBA/Contracts							8							8	Tax Abatements
9/11/2014	Section 108/DLBA/Contracts							8							8	Tax Abatements
9/12/2014															8	
9/13/2014	Weekend														0	
TOTAL HOURS		0	0	0	0	0	0	56	0	8	8	0	8	80		

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

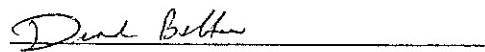
EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

September 14, 2014 - September 27, 2014
(List full 2 week/14 day period)

EMPLOYEE SIGNATURE



DATE

9/19/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
9/14/2014	Weekend														0	
9/15/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
9/16/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
9/17/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
9/18/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
9/19/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
9/20/2014	Weekend														0	
9/21/2014	Weekend														0	
9/22/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
9/23/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
9/24/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
9/25/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
9/26/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
9/27/2014	Weekend								8						0	
TOTAL HOURS		0	0	0	0	0	0	0	80	0	0	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

September 28, 2014 - October 11, 2014
(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

10/16/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
9/28/2014	Weekend														0	
9/29/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
9/30/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/1/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/2/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/3/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/4/2014	Weekend							1		7					8	Tax Abatements
10/5/2014	Weekend														0	
10/6/2014	Section108/DLBA/Contracts														0	
10/7/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/8/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/9/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/10/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/11/2014	Weekend														0	Tax Abatements
TOTAL HOURS		0	0	0	0	1	0	0	79	0	0	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

October 12, 2014 - October 25, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE

Dinah Bolton

DATE

11/24/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
10/12/2014	Weekend														0	
10/13/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/14/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/15/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/16/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/17/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/18/2014	Weekend														0	
10/19/2014	Weekend														0	
10/20/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/21/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/22/2014	Section108/DLBA/Contracts									8					8	Tax Abatements
10/23/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/24/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/25/2014	Weekend														0	
TOTAL HOURS		0	0	0	0	0	0	0	72	0	8	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

October 26, 2014 - November 8, 2014

(List full 2 week/14 day period)

EMPLOYEE SIGNATURE



DATE

11/24/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
10/26/2014	Weekend														0	
10/27/2014	Section108/DLBA/Contracts								8						8	
10/28/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/29/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/30/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
10/31/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/1/2014	Weekend								8						8	Tax Abatements
11/2/2014	Weekend														0	
11/3/2014	Section108/DLBA/Contracts														0	
11/4/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/5/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/6/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/7/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/8/2014	Weekend								8						8	Tax Abatements
TOTAL HOURS		0	0	0	0	0	0	0	80	0	0	0	0	0	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE

**PLANNING AND DEVELOPMENT DEPARTMENT
PERSONNEL ACTIVITY REPORT**

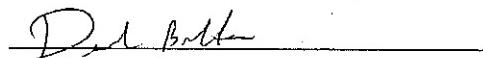
EMPLOYEE NAME

Dinah Bolton

WORK PERIOD

November 9, 2014 - November 22, 2014
(List full 2 week/14 day period)

EMPLOYEE SIGNATURE



DATE

11/24/2014

DATE	PROJECT NAME/ WORK DESCRIPTION	FUNDING SOURCE						TIME OFF						TOTAL HOURS	COMMENTS	
		CDBG	HOME	ESG	NSP I	NSP III	GEN FUND	BOND	OTHER	VAC	SICK	DL	C-TIME	OTHER		
11/9/2014	Weekend														0	
11/10/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/11/2014	Section108/DLBA/Contracts													8	8	Holiday
11/12/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/13/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/14/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/15/2014	Weekend														0	
11/16/2014	Weekend														0	
11/17/2014	Section108/DLBA/Contracts														8	
11/18/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/19/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/20/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/21/2014	Section108/DLBA/Contracts								8						8	Tax Abatements
11/22/2014	Weekend														0	Tax Abatements
TOTAL HOURS		0	0	0	0	0	0	0	64	8	0	0	0	8	80	

MANAGER OR SUPERVISOR'S NAME

MANAGER OR SUPERVISOR'S SIGNATURE

DATE